



**OTCnet**<sup>SM</sup>  
*Deposits Made Simple*

## Chapter 4: Searching for Deposits

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### **OTCnet Participant User Guide**

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# Audience, Overview and Topics

## Audience

The intended audience for the *Searching for Deposits Participant User Guide* includes:

- Deposit Preparer
- Deposit Approver
- Deposit Confirmer
- Viewer

## Overview

Welcome to *Searching for Deposits*. In this chapter, you will learn:

- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file

## Topics

This chapter is organized by the following topics:

1. Searching for Deposits
2. Downloading Deposit Information

## Topic 1. Searching for Deposits

As a **Deposit Preparer**, **Deposit Approver**, **Deposit Preparer and Approver**, **Deposit Confirmer**, or **Viewer**, you can search for a deposit voucher as well as download and save the searched deposit voucher(s) as a XML or CSV file.

To search for a deposit, select the **Search Deposits** function. The **Search Deposits** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results will include all deposits in the system that you have access to view. You can run additional searches; the Search Results table that appears will be cleared and re-populated with the results of the new search. See Table 1 below for search criteria fields.

Table 1: Search Criteria Fields

Search Criteria Groupings	Search Criteria Fields
<b>Search Conditions</b>	<ul style="list-style-type: none"> <li>• Organization</li> <li>• OTC Endpoint</li> <li>• ALC</li> <li>• Prepared by</li> <li>• Voucher Number</li> <li>• Deposit Status</li> <li>• Agency Block 6</li> <li>• Deposit Type</li> </ul>
<b>Voucher Date</b>	<ul style="list-style-type: none"> <li>• From and To Date</li> </ul>
<b>Deposit Date</b>	<ul style="list-style-type: none"> <li>• From and To Date</li> </ul>
<b>Deposit Total</b>	<ul style="list-style-type: none"> <li>• From and To Total</li> </ul>
<b>Financial Institution Information</b>	<ul style="list-style-type: none"> <li>• Routing Transit Number</li> <li>• Demand Deposit Account</li> <li>• CASHLINK II Account Number</li> <li>• FRB Account Key</li> <li>• FRB Cost Center Work Unit</li> </ul>

Under the **Search Deposits** function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view (see Table 2 below).

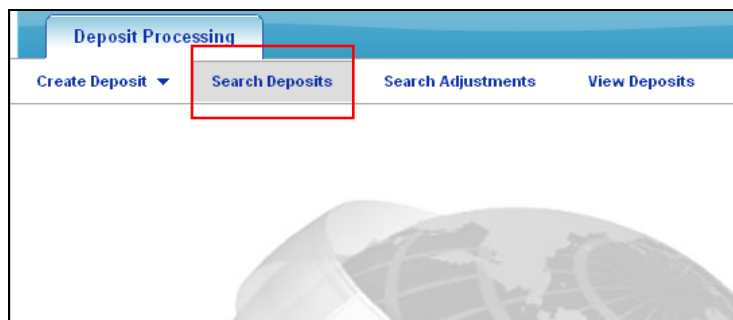
Table 2: Search Results Deposit Statuses

<b>Draft</b>	A deposit that is saved for modification at a later date by a Deposit Preparer
<b>Awaiting Approval</b>	A deposit that is waiting for deposit confirmation by a Deposit Approver
<b>Submitted</b>	A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer
<b>Confirmed</b>	A deposit that has been reviewed and then confirmed by a Financial Institution or FRB
<b>Rejected</b>	A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit

## Search and Locate Deposits Using One or More Criteria

1. Click the **Deposit Processing** tab and click **Search Deposits** to enter the search criteria for your deposit (see Figure 1 below).

Figure 1: Search Deposits



2. Enter the optional search criteria for the deposit you would like to view, and click **Search**.

**Search Conditions** fields (see Figure 2) include selecting the,

- Select an **Organization** from the drop-down list
- Select an **OTC Endpoint** from the drop-down list
- Select **Deposit Status** from the drop-down list
- Enter an **ALC (Agency Location Code)** in the field provided
- Enter the **Prepared by** name in the field provided
- Enter a **Voucher #** in the field provided
- Enter **Agency Use (Block 6) details** in the field provided
- Select **Deposit Status** from the drop-down list

Figure 2: Search Conditions

The screenshot shows a web form titled "Search Deposit" with the instruction "Enter search criteria for the deposit(s) you would like to view." Below this is a section labeled "Search Conditions" containing several input fields: "Organization:" with a dropdown menu, "OTC Endpoint:" with a dropdown menu, "ALC:" with a text box, "Prepared by:" with a text box, "Voucher #:" with a text box, "Deposit Status:" with a dropdown menu, "Agency Use (Block 6): (starts with)" with a text box, and "Deposit Type:" with a dropdown menu. At the bottom right of the form are three buttons: "Cancel", "Clear", and "Search". The "Search" button is highlighted with a red rectangle.

You may also search by entering **Financial Institution Information** which includes the **RTN (Routing Transit Number)**, **DDA (Demand Deposit Account)**, **CAN (CA\$HLINK Account Number)**, **FRB Account Key** and **FRB CCWU (Cost Center Work Unit)**. See Figure 3 below for details.

Figure 3: Financial Institution Information

The screenshot shows a web form titled "Financial Institution Information" with a dropdown menu at the top. Below the dropdown are five input fields: "RTN:", "DDA:", "CAN:", "FRB Account Key:", and "FRB CCWU:". At the bottom right of the form are three buttons: "Cancel", "Clear", and "Search". The "Search" button is highlighted with a red rectangle.

You can search by selecting a **Voucher Date** or **Deposit Date** range. You may also choose to search by a **Deposit Total** range (see Figure 4).

**Figure 4: Voucher Date, Deposit Date and Deposit Total**

The form is divided into three sections, each with a title and two input fields labeled 'From:' and 'To:'.  
1. **Voucher Date**: The 'From:' and 'To:' fields have calendar icons to the right.  
2. **Deposit Date**: The 'From:' and 'To:' fields have calendar icons to the right.  
3. **Deposit Total**: The 'From:' and 'To:' fields are simple text boxes.

Additional criteria search options for deposits include **User Defined Field Information**, if designated by your agency (see Figure 5 below).

**Figure 5: User Defined Field Information**

The form is titled 'User Defined Field Information' and contains two main sections:  
1. **Deposit UDF**:  
- 'the bank employee:': A text input field.  
- 'the issue field:': A text input field.  
2. **Accounting Subtotal UDF**:  
- 'Kind of deposit:': A dropdown menu with 'Select...' as the current value.  
- 'percent of cash deposit:': A text input field.  
At the bottom right, there are three buttons: 'Cancel', 'Clear', and 'Search'. The 'Search' button is highlighted with a red border.



- The *Search Results* table appears (see Figure 6 below). Click the **Voucher Number** of the deposit details you would like to view.

Figure 6: Search Results Table

Voucher ➤	Status➤	Date Submitted	Date Confirmed	Endpoint	ALC	Adj. Deposit ➤	Total
600362	DRAFT			PHI	20092800		\$200.00
600304	DRAFT			L2 FOCash	18000005		\$64.83
600302	DRAFT			PHI	20092800		\$1.00
600203	DRAFT			L2 FOCash	18000005		\$950.00
600202	DRAFT			L2 FOCash	18000005		\$4,500.00
600201	DRAFT			L2 FOCheck	00003020		\$

To download the information you retrieved when searching for deposits, refer to *Topic 2. Downloading Deposit Information* in this chapter.



### **Business Tip**

See Chapter 10 of the Deposit Processing User Participant Guide, **Viewing Deposits**, for additional ways you can search for deposit information.



## Search for a Deposit

To search for a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **Search Deposit**. The *Search Deposit* page appears.
3. Enter the search criteria for the deposit you would like to view, and click **Search**.

Under **Search Conditions**, *optional*

- Select the **Organization**
- Select the **OTC Endpoint**
- Enter the **ALC (Agency Location Code)**
- Enter **Prepared by** details
- Enter the **Voucher #**
- Select the **Deposit Status**
- Enter **Agency Use (Block 6)** details
- Select the **Deposit Type**
- Enter the **From** and **To** Voucher Date
- Enter the **From** and **To** Deposit Date
- Enter the **From** and **To** Deposit Total

Under **Financial Institution Information**, *optional*

- Enter the **RTN (Routing Transit Number)**
- Enter the **DDA (Demand Deposit Account)**
- Enter the **CAN (CA\$HLINK II Account Number)**
- Enter the **FRB Account Key (Federal Reserve Bank Account Key)**
- Enter the **FRB CCWU (Federal Reserve Bank Cost Center Work Unit)**

Under **User Defined Field Information**, *if applicable, optional*

- Enter the **Deposit UDF (User Defined Fields)**
- Enter the **Accounting Subtotal UDF** details



### Application Tip

User Defined Fields (UDFs) will only display to users who have access to an organization that has previously defined UDFs. UDFs will appear at the bottom of the page. Up to three UDFs can be displayed for **Deposit** and two for **Accounting Subtotal**.

4. The *Search Results* table appears. Click the **Voucher Number** of the deposit whose details you would like to view.

**Application Tip**

Click **Download** to save the search deposit results as an XML or CSV file. To view detailed steps for downloading a search deposit, refer to *Download Search Results for a Deposit* printable job aid.

**Application Tip**

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Edit** to modify the deposit draft. (Visible if a user has **Deposit Preparer** privileges.)
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher events.

## Topic 2. Downloading Deposit Information

After you have searched for your deposit, you can download the retrieved information. To download the results of a deposit, first use the **Search Deposits** function.

1. Click the **Deposit Processing** tab and click **Search Deposits** to enter the search criteria for your deposit (refer to Figure 1).
2. Enter the optional search criteria for the deposit you would like to view, and click **Search**.

To search criteria under **Search Conditions**, refer to Figure 2.

To enter search criteria under **Financial Institution Information** details, refer to Figure 3.

To enter **User Defined Field Information** details, refer to Figure 5.

3. The *Search Results* table appears. Click the **Download** button (see Figure 7 below).

**Figure 7: Download Button**

Click the voucher number of the deposit you would like to view additional details. Download Search Results?

Download

<< < 1-6 > >> of 6 Records

Voucher ➤	Status➤	Date Submitted	Date Confirmed	Endpoint	ALC	Adj. Deposit Total ➤
600362	DRAFT			PHI	20092800	\$200.00
600304	DRAFT			L2 FOCash	18000005	\$64.83
600302	DRAFT			PHI	20092800	\$1.00
600203	DRAFT			L2 FOCash	18000005	\$950.00
600202	DRAFT			L2 FOCash	18000005	\$4,500.00
600201	DRAFT			L2 FOCheck	00003020	\$

4. Select the **XML file** or **CSV file** as the file format (see Figure 8 below).

Figure 8: File Format

**Download Deposits**

Select the attributes desired on the file from the previously searched deposits.

**Select File Type and Attributes**

Please select the file format

☐ XML file ☒ CSV file

[Check All](#) / [Uncheck All](#)

▶ **Deposit Information**

▶ **Financial Institution Information**

▶ **Agency Information**

▶ **Accounting Subtotals and User Defined Data**

▶ **Foreign Deposit Information**

Check the desired attributes that you want to download for **Deposit Information**, **Financial Institution Information**, **Agency Information**, **Accounting Subtotals and User Defined Data** and **Foreign Deposit Information** (see Figure 9 below), then click **Submit**.

Figure 9: Attributes for Download

**Download Deposits**

Select the attributes desired on the file

**Select File Type and Attributes**

Please select the file format

☐ XML file ☒ CSV file

[Check All](#) / [Uncheck All](#)

▼ **Deposit Information**

☒ Voucher #

☐ Voucher Date

☐ Text format(2006-03-17)

☐ Number format(20060317)

☐ Deposit Date

☐ Text format(2006-03-17)

☐ Number format(20060317)

☐ Deposit Endpoint - Org Code

☐ Deposit Endpoint - Org Name

☐ ALC

▼ **Financial Institution Information**

☐ Financial Institution Name

☐ RTN

☐ DDA

☐ CASHLINK Extract Date/Time

☐ Text format(2006-03-17 19:30:06)

☐ Number format(20060317193006)

☐ CAN/Account Key

☐ CCWU

☐ 1Day Deferred Amount

☐ 2Day Deferred Amount

☐ Financial Institution Comments

▼ **Agency Information**

☐ Agency Use(Block 6)

☐ Alternate Agency Contact

☐ Fiscal Year

☐ Receipts Processed From/To

☐ Text format(2006-03-17)

☐ Number format(20060317)

▼ **Accounting Subtotals and User Defined Data**

Deposit UDFA

☐ UDF#1

☐ UDF#2

☐ UDF#3

☐ Deposit Accounting Code Subtotals

☐ UDF#1

☐ UDF#2

▼ **Foreign Deposit Information**

☐ Currency Code

☐ Foreign Currency Amount

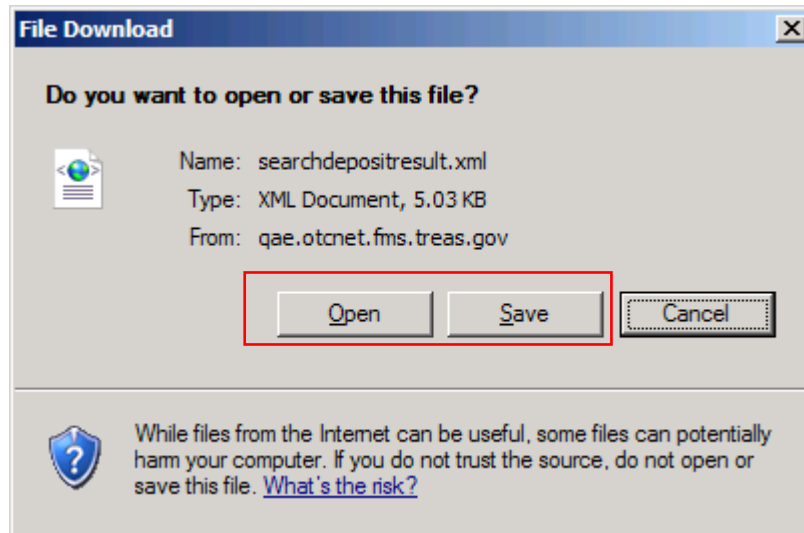
☐ Exchange Rate

☐ Transaction ID

[Previous](#) [Cancel](#) [Submit](#)

4. The *File Download dialog* box appears. Click **Open** or **Save** (see Figure 10 below).

Figure 10: File Download



**Application Tip**

If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.



## Download Search Results for a Deposit

To download the search results of a deposit, complete the following steps:

1. Refer to the steps for *Search for a Deposit*.
2. When the *Search Results* table appears, click **Download**. The *Download Deposits* page appears.
3. Select **XML file** or **CSV file** as the file format.
4. Check the desired attributes that you want to download for
  - **Deposit Information**
  - **Financial Institution Information**
  - **Agency Information**
  - **Accounting Subtotals and User Defined Data**
  - **Foreign Deposit Information**
5. Click **Submit**. The *File Download* dialog box appears.
6. Click **Open** or **Save**.



### Application Tip

If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file.



### Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Download** to download the search results.
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Search** to display the deposits that match the search criteria.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher events.

# Summary

In this chapter, you learned:

- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file.

In the next module, if applicable, you will learn how to approve deposits.

## Notes

[illegible]



## Glossary

### A

**Access Groups by Users Report** - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

**Account Key** - The account number assigned to a deposit when it is submitted to FRB CA\$HLINK.

**Accounting Code** - A unique agency classification code assigned to a transaction. Identifies the FRB Account Key that is used within the Federal Reserve. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CA\$HLINK II CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

**Accounting Code Description** - A brief explanation that provides further detail about an accounting code.

**Accounting Code Name** - The title of the accounting code.

**Accounting Specialist** - A user who is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet.

**Activity Type** - The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

**Adjustment Activity (FI) Report** - A business report that allows you to view adjustments made by your financial institution (FI).

**Adjustment Activity (FRB) Report** - A business report that allows you view adjustments made by your Federal Reserve Bank (FRB).

**Adjustments by OTC Endpoints Report** - A business report that allows you to view adjustments made by Agency Location Code (ALC) and Adjustment Types (Credit, Debit or Return Item Adjustments). An adjustment was created when a deposit ticket has been received by a financial institution and the amount of the deposit does not match the deposit amount reported on the deposit ticket.

**Agency Contact** - A person designated by an agency as the primary contact regarding deposit-related matters.

**Agency Information** - The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

**Agency Location Code (ALC)** - A numeric symbol identifying the agency accounting and/or reporting office. **Agency Location Code plus 2 (ALC+2)** - A numeric symbol identifying the agency accounting and/or reporting office.

**Agency Manager** - A user that has authorization to view and download CIRA records and view reports.

**Alternate Agency Contact** – A person designated by an agency as the secondary contact regarding deposit-related matters.

**American Bankers Association (ABA)** - (also known as **Bank Routing Number**) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

**Audit Log** - A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a *comma separated value report (CSV)* and opened in a spreadsheet program or available to print in a formatted audit log report.

**Automated Clearing House** - A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

**Awaiting Approval (AWAP)** - A deposit that is waiting for deposit confirmation by a Deposit Approver.

## C

**CA\$HLINK II** - An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

**CA\$HLINK II Account Number (CAN)** - The account number assigned to a deposit when it is submitted to CA\$HLINK II.

**Characteristics** - The properties of a user, organization, deposit, or financial institution.

**Confirmed** - A deposit that has been reviewed and then confirmed by a financial institution or FRB.

**Cost Center Work Unit (CCWU)** – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU, and provided only on non-commercial (FRB settled) transactions provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

**Custom Label** - Text defined by OTCnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

## D

**Data Type** - The type of data that should be entered for a user defined field.

**Date of Deposit** - The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

**Debit Gateway** - The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

**Demand Deposit Account (DDA)** - The account at a financial institution where an organization deposits collections.

**Deposit** - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

**Deposit Activity (FI) Report** - A business report that allows the financial institution to view deposits submitted to its location.

**Deposit Activity (FRB) Report** - A business report that allows you to view deposits submitted to your FRB.

**Deposit Approver** - A user who has authorization to review and submit deposits to a financial institution.

**Deposit Confirmer** - A user at a financial institution that has authorization to verify the accuracy of deposits received from an agency.

**Deposit History by Status Report** - A business report that allows you to view deposits by status.

**Deposit Information** - The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

**Deposit Preparer** - A user that has authorization to prepare and save deposits for approval to a Deposit Approver.

**Deposit Total** - The total amount of over-the-counter receipts included in the deposit.

**Deposits by Accounting Code Report** - A business report that allows you to view deposits by accounting code.

**Deposits by OTC Endpoint Report** - A business report that allows you to view deposits by OTC Endpoint.

**Display Order Number** - The order in which user defined fields (UDFs) should be displayed.

**Draft** - A deposit that is saved for modification at a later date by a Deposit Preparer.

## F

**Failed** - The item was unable to be processed and/or settled by Treasury/FMS. These are item that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

**Federal Program Agency** - A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

**Federal Reserve Bank (FRB)** - A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

**Federal Reserve Bank-Cleveland (FRB-C)** - Partners with FMS to manage the OTCnet application. Responsible for check clearing, deployment, training, project management and customer service.

**Federal Reserve System's Automated Clearing House (ACH) System** - Enables debits and credits to be sent electronically between depository financial institutions.

**Financial Institution (FI)** - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

**Financial Institution Information** - The name, address, routing transit number, and the demand deposit account number of a financial institution.

**Financial Management Service (FMS)** - The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates the federal government's collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

**Fiscal Year** - A 12-month period for which an organization plans the use of its funds.

**Franking** - The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

## H

**Highest Level Organization** - The primary level of the organization hierarchy.

**I**

**IBM Tivoli Identity Manager (ITIM)** - Refers to FMS's Enterprise provisioning tool for user account and identity management.

**Individual Reference Number (IRN)** - The auto-generated unique number used in OTCnet to identify Check Capture transactions. **Input Length Maximum** - The maximum number of characters that may be entered in a user defined field.

**Input Length Minimum** - The minimum number of characters that may be entered in a user defined field.

**L**

**Local Accounting Specialist** - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish and maintain the organizational structure, accounting code mappings to individual endpoints and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

**Local Security Administrator (LSA)** - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

**Local Verification Database (LVD)** - A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

**Lower Level Organization** - Any organization created below the highest level organization.

**N**

**Non-Reporting OTC Endpoints Report** - A business report that allows you to view OTC Endpoints that have not reported a deposit.

**O**

**Organization** - The location or level within a Federal Program Agency.

**Organization Hierarchy** - The structure of a Federal Program Agency as defined in OTCnet.

**OTC Collections** - Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

**OTC Endpoint** - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

**OTC Endpoint (TGA)** - The endpoint (location) setup in OTCnet to use Deposit Reporting. **OTC Endpoint Mapping** - The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

**Over the Counter Channel Application (OTCnet)** - Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

## P

**Primary Local Security Administrator (PLSA)** - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

**Processing Options** - User-defined parameters for the deposit and adjustment processes.

**Processing Options by OTC Endpoints Report** - A business report that allows you to view processing options defined for endpoints within the organization.

## R

**Rejected** - A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

**Routing Transit Number (RTN)** - (also known as **American Bankers Association (ABA) Number** or **Bank Routing Number**) - The nine-digit number used to identify a Financial Institution.

## S

**Save as Draft** - An option that allows a Deposit Preparer to save a deposit for modification at a later date.

**Save for Approval** - An option that allows a Deposit Preparer to save a deposit for a Deposit Approver to submit to a financial institution.

**Separation of Duties** - A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

**Settlement Date** - The date the deposit is credited to the Treasury General Account.

**SF215 Deposit Ticket Report** - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

**SF5515 Debit Voucher Report** - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for

Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

**Short Name/Code** - The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

**Submit** - An option that allows a Deposit Approver to submit a deposit to a financial institution.

## T

**Trade Status** - Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

**Transaction History** - Defines the time range that a Deposit Confirmer will be able to view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer will be able to view all the deposits that he or she has confirmed for the past 45 days.

**Transaction Reporting System (TRS)** - A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

**Treasury Account Symbol (TAS)** - The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

## U

**US Dollar Equivalent (USE)** - The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

**US Treasury** - The executive department and the Treasury of the United States federal government.

**User Defined Field (UDF)** - A user-defined text that describes deposit activity or deposit accounting activity.

**User Information Report** - A security report allows that you to view a user's contact information.

**Users by Access Group (FI) Report** - A security report that allows you to view users by financial institution. **Users by Access Group (FPA) Report** - A security report that allows you to view users by OTC Endpoint.

**Users by Role (FI) Report** - A security report that allows you to view users by role for your financial institution. **Users by Role (FPA) Report** - A security report that allows you to view users by role for your OTC Endpoint.



## V

**View CA\$HLINK II File Status Report** - An administration report that allows you to view status of deposit report files that have been processed by CA\$HLINK II or are ready for CA\$HLINK II to process.

**View FRB CA\$HLINK File Status Report** - An administration report allows you to view the status of deposit files that have been sent to FRB CA\$HLINK.

**View TRS File Status Report** - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

**View Vouchers Completed Report** - An administration report allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.

**View Vouchers in Progress Report** - An administration report allows you to view the status of deposit and adjustment vouchers in progress.

**Viewer** - A user who has authorization to view OTCnet information and produce reports from it.

**Voucher Date** - The financial institution business date a deposit will be presented or the calendar date the deposit will be mailed to the financial institution.



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